



**Vacancy Announcement
Civilian Intake Coordinator**

**Pay Rate: \$13.56 per hour (increase at six months)
Application/Reservation to test due by: November 13, 2020
Test Date: November 19, 2020 at 5:30 PM**

The City of Wheeling's Police Department is in search of a Civilian Intake Coordinator. The Municipal Civil Service Commission will be offering an exam to establish a list of eligible candidates. The eligibility listing will be used to fill vacancies in this classification for up to two (2) years.

The Civilian Intake Coordinator is responsible for supporting the front-desk operations of the Wheeling Police Department. The Civilian Intake Coordinator will contribute to the overall support of the Police Department in the following ways:

- Answering incoming phones calls.
- Operating police radio system in support of the department.
- Conduct warrant and protective order checks.
- Assist the general public with walk-in requests.
- Provide clerical assistance to officers, as requested.
- Other duties within the department as assigned.

Applicants meeting the following minimum qualifications are encouraged to apply:

- High school diploma or GED.
- Two (2) years of demonstrated customer service work preferred.
- Experience working with the general public and multitasking required.
- Working (general) understanding of police department operations preferred.
- Ability to work varying shifts as assigned (an example provided below):
 - Eight (8) hours shifts, rotating every eight (8) weeks.
 - During rotation: day shift has Saturday and Sunday off.
 - During rotation: afternoon shift has Monday and Tuesday off.
 - During rotation: Midnight shift has Wednesday and Thursday off.

Interested applicants can apply by contacting:

City of Wheeling
Office of Human Resources
1500 Chapline Street, Suite 301
Wheeling, WV 26003
304-234-3694
humanresources@wheelingwv.gov

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